

From: Jamie Woodlief [jamie.woodlief@ncpublicschools.gov]
Sent: Thursday, August 05, 2010 1:42 PM
To: More at Four Contract Administrators; More at Four Program Contacts; More at Four Fiscal Contacts
Cc: OEL Staff
Subject: 10-11 MAFPlan Important Reading!!
Attachments: MAFplan1011announcementattachment080510.pdf

<<...>> It's ready!! The Office of Early Learning (OEL) is pleased to announce the 10-11 MAFPlan on-line system is available. Please read all information on the email and attachment as they contain several new items for the 10-11 More at Four year. It is critical for all Contractors to meet the designated timelines.

1. The new website address is: http://maf.ad.unc.edu/mafplan_1011/Login.aspx.
2. **PRIOR to making any changes PRINT a copy of your Plan to file with your executed contract.**
3. All information from your 09-10 More at Four Plan approved as of June 30, 2010 has fed forward **except** for the following:

- Year-end date for MAF Services (found on the Site page), and
- Teacher Placements
- Developmental Screening Tool
- Teacher Race / Ethnicity

Slots • Slots, as of May, 2010 have fed forward. Adjustments are required if you received notification regarding slot reductions.

- If applicable, all enhanced slots have been converted to regular slots.

Sites/Classrooms with zero slots in May, 2010, and teachers with exit dates did not feed forward.

4. Important Due Dates:

Date	Action
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|------------------------|---|
| August 15, 2010 | Counties with slot reductions only - "Missing Fields - Slot Placement " Revised slot placement Change Request (CR) must be submitted through the CR Process to OEL. |
| August 23, 2010 | Add new committee member (Public School Exceptional Program Representative) as required in 10-11. |
| August 23, 2010 | "Missing Fields – Missing Site Information " All site year end dates must be entered into MAFPlan. Also Principal/Director race/ethnicity must be completed. |
| August 23, 2010 | "Missing Fields – Missing Developmental Screening Tool " – Select the appropriate developmental screening tool per classroom. |
| August 23, 2010 | "Teacher Placement" All teachers on the Teacher Placement screen must be assigned to |

classrooms if they are returning to a More at Four classroom in 10-11. Teachers must be placed in classroom in MAFPlan prior to request for monthly reimbursement. Also teacher/teacher assistant race/ethnicity information must be completed.

September 15, 2010 **10-11 Section II** Principal / Director original signatures is due to OEL.

Open MAFPlan, click PRINT MENU, click COUNTY/REGION PLAN DOCUMENT and scroll to Section II. Select PRINT to print the applicable pages prior to securing original signatures of the Principal/Directors of each site.

Refer to the attachment for Step by Step Guide for initial 10-11 MAFPlan system management.

Jamie L. Woodlief

Executive Assistant

Office of Early Learning

NC Department of Public Instruction

(919) 981-5530

www.ncpublicschools.org/earlylearning

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